



## BRP WS 22 Approval of Pilot Study Report Instructions and Supporting Materials

---

### Table of Contents

- introduction
- permit fact sheet
- completeness checklist

### Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



## BRP WS 22 Approval of Pilot Study Report Instructions and Supporting Materials

---

### 1. What is the purpose of this approval?

This approval serves to protect the public health and welfare by ensuring that minimum drinking water requirements are met in the development of studies of drinking water treatment processes. It allows the applicant to demonstrate the appropriateness of a treatment process for meeting the minimum drinking water requirements. Legislative authority is stated in MGL Chapter 111, sections 160A et al. Regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

### 2. Who must apply?

Public water suppliers or their representatives must apply if they want approval of a pilot study report on a treatment process or technology.

### 3. What other requirements should be considered when applying for this approval?

#### a. What prerequisites should be considered before applying for this approval?

The applicant must have applied for and received approval for BRP WS 21, water treatment approval to conduct a pilot study.

#### b. What concurrent applications are related to this approval?

If the water supplier or their representative apply for this permit as part of a facility modification it may also be necessary to apply water treatment permits, e.g. BRP WS 23, 24, or 25.

**Note:** Approvals of this type may require MEPA review. Please carefully examine 301CMR 11.00, the MEPA regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727- 5830). ***MassDEP cannot begin technical review of the application until the MEPA process has been completed, unless otherwise agreed to in writing.*** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

### 4. What is the application fee?

The fee structures associated with these approvals are stated in 310 CMR 4.10(5) (cc).

<b>BRP WS22A</b> (less than 40,000 gallons per day (gpd))	\$915
<b>BRP WS22B</b> (40,000 gpd or more and less than 200,000 gpd)	\$1,600
<b>BRP WS22C</b> (200,000 gpd or more and less than 1 million gpd)	\$2,160
<b>BRP WS22D</b> (1 million gpd or greater).	\$2,850



## BRP WS 22 Approval of Pilot Study Report Instructions and Supporting Materials

---

### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

PRIMARY PERMIT LOCATION:  
**Department of Environmental Protection**  
\_\_\_\_\_ \* **Regional Office**

**Water Supply**

\*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

RESERVE COPY LOCATION:  
**None required.**

### 6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

### 7. What is the annual compliance fee?

There is no annual compliance fee for this approval.

### 8. How long is this approval in effect?

This approval shall remain in effect for 2 years from the approval date or as otherwise determined by MassDEP as long as the study continues to meet minimum drinking water standards and conforms to current Division of Water Supply guidelines and policies, described in *Guidelines and Policies for Public Water Supply Systems* and available at the State House Bookstore.

### 9. How can I avoid the most common mistakes made in applying for this approval?

- Attach all material requested on the Application Completeness Checklist.
- Submit fee and one copy of the MassDEP Transmittal Form  
<https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>  
to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

### 10. What are the regulations that apply to this approval? Where can I get copies?

These regulations include, but are not limited to:

- Drinking Water Regulations, 310 CMR 22.00.
- Timely Action and Fee Provisions, 310 CMR 4.00.
- Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

**State House Bookstore**  
**Room 116**  
**Boston, MA 02133**  
**617-727-2834**

**State House West Bookstore**  
**436 Dwight Street**  
**Springfield, MA 01103**  
**413-784-1376**



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment

## **BRP WS 22 Approval of Pilot Study Report Application Completeness Checklist**

---

- The MassDEP Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- MassDEP Form BRP WS Application is completed.
- A cover letter is attached explaining the request.

To submit the application package:

- Checklist items have been completed.
- Send one copy of the application along with one copy from the MassDEP Transmittal Form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Water Supply

\*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

- Send fee of:

\$915 for BRP WS22A;  
\$1,600 for BRP WS22B;  
\$2,160 for BRP WS22C; or,  
\$2,850 for BRP WS22D

in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211